



California Department of Education  
Examination Bulletin

CHILD NUTRITION ASSISTANT  
CHILD NUTRITION CONSULTANT

Final Filing Date: October 1, 2004

OPEN/STATEWIDE

4ED3501/4ED3502

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.	
WHO MAY APPLY	This examination is open to anyone who meets the "Requirements for Admittance to the Examination". Career credits do not apply.
HOW TO APPLY	Submit Examination and/or Employment Application (STD. 678) to:  California Department of Education Selection Services Office 1430 N Street, Room 1802 Sacramento, CA 95814
FINAL FILING DATE	<b>October 1, 2004</b> , is the final filing date. Applications (STD. 678) must be <b>postmarked</b> no later than the final filing date. Applications received by mail, personally delivered after 5:00 p.m. or received via interoffice mail after the final filing date will not be accepted.
CROSS FILING INFORMATION	If you meet the requirements for admittance to the Child Nutrition Assistant and the Child Nutrition Consultant examinations scheduled for the same day, you should file only <b>one</b> application. Indicate on your application (STD. 678) the title of each examination that you wish to take.
SPECIAL TESTING ARRANGEMENTS	If you are disabled and need special testing arrangements, mark the appropriate box in Item #2 on the "Examination and/or Employment Application." You will be contacted about specific arrangements.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>Note:</b> All applicants must meet the education and/or experience requirements for this examination by October 1, 2004, the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information may be rejected.
MINIMUM QUALIFICATIONS	Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.  <b>CHILD NUTRITION ASSISTANT</b>  <b>Education:</b> Equivalent to graduation from college with major work in nutrition, dietetics, institutional management, or a closely related field.  <b>CHILD NUTRITION CONSULTANT</b>  <b>Education:</b> Equivalent to graduation from college with major work in nutrition, dietetics, institutional management, or a closely related field. <b>and</b> <b>Either I</b> <b>Experience:</b> Two years of experience in the California state service performing child nutrition duties at a level of responsibility equivalent to that obtained in the class of Child Nutrition Assistant. <b>Or II</b> <b>Experience:</b> Three years of professional experience in quantity food service, nutrition, dietetics, school nutrition programs, or nutrition education programs. (A Master's Degree in Nutrition, Dietetics, Institutional Management, or a closely related field or registration with the American Dietetic Association may be substituted for one year of the required experience.) <b>Experience:</b> Experience in California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern. <b>NOTE:</b> Evidence of completion of the required education must be attached to application at the time of filling (i.e., official transcripts or copy of degree). Applications received without this information may be rejected.
MONTHLY SALARY RANGE	Child Nutrition Assistant      \$2,961 - \$3,690 Child Nutrition Consultant    \$3,993 - \$4,993
POSITION DESCRIPTION & LOCATION	Under general supervision, a Child Nutrition Assistant performs the more routine assignments in providing services to sponsors of child nutrition programs. These functions include assisting in conducting administrative reviews of sponsors, assisting in evaluating methods of food service for efficiency and effectiveness, assisting sponsors in the completion of forms and documents required for participation, and assisting in conducting child nutrition training conferences and seminars. Assistants may also work under the guidance of a Child Nutrition Consultant. Positions exist with the California Department of Education statewide.

See reverse side for additional information

Child Nutrition Assistant    DI35-2159  
Child Nutrition Consultant   DI30-2160

Bulletin Release Date: September 17, 2004  
Final Filing Date: October 1, 2004

POSITION DESCRIPTION & LOCATION <i>(Continued)</i>	<p>Under direction, a Child Nutrition Consultant performs the more complex, difficult, and sensitive tasks in providing information, leadership, and consultant services to sponsors of child nutrition programs in such areas as nutritional needs of children; evaluating methods of food service; conducting administrative reviews of sponsors to determine compliance with applicable laws and rules; assisting sponsors in planning, developing, and implementing coordinated food service with nutrition education programs; and planning , organizing, and conducting training conferences. Consultants may also provide leadership and training to incumbents in the Child Nutrition Assistant or comparable class.</p> <p>Positions exist with the California Department of Education statewide.</p>
EXAMINATION INFORMATION	<p>The examination consists of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <b>It is anticipated interviews will be held during the week of October 18, 2004.</b> In addition, the qualifications appraisal panel may use a portion of the interview time to conduct a portion of the hiring process (the hiring process is separate from the examination process). The department anticipates making 10 to 13 hires following the conclusion of the examination.</p> <p><b>Note:</b> Applicants must bring to the Qualifications Appraisal Interview, photo identification or two forms of signed identification to the examination.</p> <p><b>Qualifications Appraisal Interview - Weighted 100%</b></p>
INTERVIEW SCOPE	<p>In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each candidate’s:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Methods, techniques, and equipment used in quantity food production, including purchasing, menu planning, merchandising, sanitation, food storage, staffing, and equipment.</li><li>2. Basic nutritional needs of children.</li><li>3. Food cost accounting.</li><li>4. State and Federal laws and regulations pertaining to Child Nutrition Programs.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Learn, interpret, and apply applicable State and Federal rules and regulations.</li><li>2. Communicate effectively, evaluate sponsor management practices, and advise on the application of nutrition principles.</li><li>3. Work independently.</li><li>4. Analyze program-related issues accurately and adopt an effective course of action.</li><li>5. Integrate nutrition education with school food service programs.</li><li>6. Advise sponsors on the application of nutrition principles to the food service programs.</li><li>7. Organize and conduct workshops and training sessions.</li><li>8. Train new staff in program content and objectives.</li></ol> <p>The Child Nutrition Assistant consists of the above knowledge items 1 through 3 and of the ability items 1 through 4. The Child Nutrition Consultant consists of all of the above knowledge and ability items.</p>
ELIGIBLE LIST INFORMATION	<p>A resulting eligible list will be established for the California Department of Education for each classification. The list will be abolished 12 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS CREDIT	<p>Veterans’ Preference credit will be added to the final score of candidates in the Child Nutrition Assistant examination who qualify for and have requested these points, and who are successful in the examination.</p> <p>Veterans’ preference points are not granted in the Child Nutrition Consultant examination because it does not qualify as an entrance examination under the law. (See General Information on this bulletin for information regarding veteran’s points.)</p>
DESIRABLE QUALIFICATIONS	<p>In appraising the relative qualifications of candidates, consideration will be given to the extent and type of experience with child food/nutrition programs and to the extent and type of pertinent education beyond that required under “Minimum Qualifications.” Preferred additional education includes a Master’s Degree in Nutrition, Dietetics, Institutional Management, or a closely related field; or registration with the American Dietetic Association</p>
SPECIAL PERSONAL CHARACTERISTIC	<p>Willingness to travel throughout the State.</p>

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## GENERAL INFORMATION

***It is the candidate's responsibility*** to contact the California Department of Education's Selection Services Office in Sacramento at (916) 319-0857 three weeks after the final filing date if he/she has not received a progress notice.

***If a candidate's*** notice of interview or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

***Applications are available*** at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

***If you meet the requirements*** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in this examination will be compared with the performance of other candidates who take this test. All candidates who pass will be ranked according to their final scores.

***The State Personnel Board*** and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

***Examination Locations:*** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

***Eligible Lists:*** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi departmental promotional; (4) service wide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examination, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

***General Qualifications:*** Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

***Interview Scope:*** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In the appraisal of experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience. Evaluation of a candidate's personal development will include consideration of the candidate's recognition of personal training needs; plans for self-development; and the progress made in efforts toward self-development.

***Veterans Preference:*** Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, current civil service employees who have achieved permanent civil service status are not eligible to receive veterans' preference credits. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans' Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA DEPARTMENT OF EDUCATION  
Selection Services Office  
1430 N Street, Room 1802  
Sacramento, CA 95814  
Voice/TDD Telephone: 916-319-0857

4ED3501/4ED3502  
California Relay (Telephone Service) for  
the Deaf or Hearing Impaired:  
From TDD Phone: 1-800-735-2929  
From Voice Phone: 1-800-735-2922